

Roxboro Community School

STAFF HANDBOOK

2023 – 2024



Approved by the RCS Board of Directors

7/20/22

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Section 1 – About Roxboro Community School:

VISION

It is the vision of Roxboro Community School to create educated, responsible, and productive men and women who are equipped to face the challenges of the 21st Century.

MISSION

It is the Mission of Roxboro Community School to achieve and maintain educational excellence by providing a small, inviting, and nurturing school that focuses on grades six through 12.

Roxboro Community School will value and respect each member of our school family, thus enabling everyone to become productive citizens.

Roxboro Community School will provide an environment that will direct our students to focus on relevant and rigorous learning that will continue after high school.

Our mission is achieved through the commitment of our parents, the consistent effort of our students, and the dedication and effort of our faculty and staff.

CORE VALUES

Roxboro Community School is committed to fostering a culture of respect that is embedded throughout the school; a culture that is built on the belief that all members are essential to a successful learning environment.

Roxboro Community School is committed to a culture of respect which includes fair treatment, honesty, openness, and integrity.

Roxboro Community School will maintain high expectations for all students and believe that all students can learn at high levels.

We are committed to maintaining –

- *Trust in each other*
- *Recognition of everyone's contributions*
- *High expectations for all staff and students*
- *Open, honest contributions without fear of retribution*

RCS's staff is committed to –

- *Solving problems, not applying blame*
- *Respecting time and the time commitments of others*
- *Being aware of nonverbal communications*
- *Being an active, responsible member of the RCS team*
- *Providing and receiving feedback constructively and respectfully*

NC State Board of Education

Vision:

Every public school student will graduate ready for post-secondary education and work, prepared to be a globally engaged and productive citizen

Mission:

The State Board of Education has the constitutional authority to lead and uphold the system of public education in North Carolina.

Goals:

Goal: *Every student in the NC Public School System graduates from high school prepared for work, further education and citizenship.*

Goal: *Every student has a personalized education.*

Goal: *Every student, every day has excellent educators.*

Goal: *Every school district has up-to-date financial, business, and technology systems to serve its students, parents and educators.*

Goal: *Every student is healthy, safe, and responsible.*

This handbook is designed to acquaint you with Roxboro Community School (School) and provide you with information concerning what you can expect from the School and what the School expects from you in order to help us achieve our lofty mission.

Roxboro Community School believes that an honest, open relationship with each employee is vital to our mutual success.

No employee handbook can anticipate every circumstance or question about policy. This handbook clarifies the School/Employee relationship and provides general information on the policies and procedures of Roxboro Community School. Nothing in this handbook is meant to imply, create, or constitute a contract of employment or limit the School's discretion to discipline or terminate employment. Also, no employee, agent, or representative of Roxboro Community School has the authority to authorize an employee to engage in any conduct or behavior that conflicts with Roxboro Community School employment policies and procedures or to offer an expressed or implied contract of employment unless that authorization is set forth in writing and signed by the Managing Executive Director.

As the School continues to grow, the need may arise and Roxboro Community School reserves the rights to revise, supplement, or rescind any policies or portion of the handbook from time to time, as it deems appropriate, at its sole and absolute discretion. Employees will be notified of any changes to the handbook as they occur.

DEFINITIONS

The following definitions apply throughout this Employee Handbook:

Employer, We, Us, Our, Roxboro Community School, the Board, Board, and Board of Directors refer to the Employer.

The School, School, or RCS refer to Roxboro Community School.

The Principal, Principal, or Administrator refers to the Middle School or High School Administrator designated as the employee's primary supervisor.

Employee, You, and Yours refer to the employee acknowledging receipt and understanding of this Employee Handbook.

EQUAL EMPLOYMENT OPPORTUNITY

Roxboro Community School strives to hire qualified applicants without regard to race, color, religion, national origin, national ancestry, age, sex, gender, disability or veteran status. A major objective is to select talented people with the desire and ability to do an effective job and contribute to the growth of Roxboro Community School.

Roxboro Community School endeavors to not discriminate in employment opportunities, advancement opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

EMPLOYMENT APPLICATIONS

Roxboro Community School relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the School's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYMENT REFERENCES

To ensure that individuals who join Roxboro Community School are well qualified and have a strong potential to be productive and successful, it is the policy of the School to check the employment references of all applicants. Only appropriate personnel are authorized to provide employee references.

For employees leaving RCS, references for employment will only be released with written or verbal authorization by the employee.

CRIMINAL RECORD HISTORY CHECK

Roxboro Community School will obtain a criminal record history check and a check of sex offender registries on all new employees from the State Bureau of Investigation (“SBI”) or from other qualified source(s) prior to their initial employment. While working for Roxboro Community School, if an employee is charged with any violation of the law other than a minor traffic offense, he/she shall notify the Managing Executive Director within 48 hours, listing the alleged charges and a narrative of the circumstances surrounding the alleged charges. Failure to do so may result in disciplinary action up to and including termination of employment.

EDUCATION, BACKGROUND AND TEACHER CERTIFICATION

For organizational or School positions where proof of graduation from a college or university is necessary, employees will be required to provide documents supporting their degree upon or prior to employment with Roxboro Community School. Additionally, all teaching positions will require documentation to support either a Statement of Eligibility or Certification in the state of North Carolina.

It is the responsibility of the individual employee to achieve and maintain re-certification and/or renewal of licenses as appropriate and to provide copies of such documentation to Roxboro Community School. Failure to maintain a current teaching license may result in termination of employment. Roxboro Community School’s licensure agent will maintain records of staff development credits and file requests for license renewal.

DRUG-FREE WORKPLACE POLICY

Roxboro Community School is committed to providing a safe, efficient, and productive work environment that is free from illegal drug use, sale, possession or distribution. To accomplish this goal, a confidential drug screening may be conducted not only during the pre -employment process, but also when reasonable cause exists to suspect an employee of being under the influence of illegal drugs, and when accidents occur at work.

Reporting to work under the influence of alcohol or illegal drugs is prohibited, as is the use, sale, manufacture, possession or distribution of alcohol or illegal drugs. Violations will result in termination of employment with Roxboro Community School and may have legal consequences.

To enforce this policy, Roxboro Community School reserves the right to request employees to participate in random, periodic tests for illegal substances and alcohol abuse.

Pursuant to the Drug-Free Workplace Act of 1988, the School specifically makes compliance with the policy a condition of employment. An employee who violates this policy will be subject to disciplinary action, up to and including discharge.

Employees who believe they may have a drug abuse problem are urged to request confidential assistance from the Principal. The Principal will provide assistance on a strictly confidential basis and will refer the employee to the appropriate treatment and counseling services. The Principal will notify the Managing Executive Director immediately.

The costs of such services are strictly those of the employee. Employees who voluntarily request assistance will not prevent disciplinary action for violation of the school’s policy. Employees who undergo voluntary counseling or treatment pursuant to referral by the administration

and who continue to work must meet all established standards of conduct and job performance since the school has a continuing objective to provide the highest quality performance and service to its students.

Possessing, using, purchasing, distributing, selling, or being under the influence of controlled substances without a prescription, is prohibited. Self-administering prescribed drugs in improper dosages or consuming alcohol during the workday on school property or while conducting school business is prohibited. Violation of this policy may result in disciplinary action up to and including discharge. As used in this policy, the term “controlled substance” includes illegal drugs that are not authorized for sale, possession, or distribution under either federal or state law, or legal substances, either prescribed or over-the-counter, taken in a dosage or combination that results in mental/physical impairment.

All school employees, as well as Principals, teachers, teacher aides, school secretaries, counselors, etc. are considered employees holding safety sensitive positions and any lapse in attention or judgment on the part of these employees could result in an immediate threat to a child’s safety.

Applicants for these positions may be tested after they have been offered a job. Full time employment is contingent upon a negative screening result. Each applicant will be given a copy of the policy in advance of the physical, and prior to the substance screening will sign an acknowledgment permitting the summary result to be transmitted to the school administration. An applicant refusing to complete any part of the drug testing procedure will not be considered a valid candidate for employment with the school and such refusal will be considered a withdrawal of the individual’s application for employment.

If the substance screening shows a confirmed positive result for which there is no current physician’s prescription, a second confirming test may be requested by the school administration or the employee. If the first or any requested second confirming test is positive, any job offer will be revoked.

Whenever the Managing Executive Director, through the Principals, reasonably suspects that an employee’s work performance or on-the-job behavior may have been affected in any way by illegal drugs or alcohol or that an employee has otherwise violated the school’s drug free workplace substance abuse policy, the employee may be required to submit to a breath and/or urine sample for drug and alcohol testing. When an employee is observed exhibiting behavior that leads fellow employees and/or administration to reasonably conclude that the employee is in violation of the substance abuse policy, the employee may be required to submit to the testing based upon reasonable suspicion. If the employee refuses to submit to the testing, the employee will be charged with insubordination and will be subject to disciplinary sanctions up to and including termination.

Furthermore, an employee testing positive on a reasonable suspicion test will be found to be in violation of the policy and such a violation will constitute grounds for termination. Only the Managing Executive Director and the Principal are authorized to make a determination that reasonable suspicion or cause exists and to subsequently order a drug screening of the employee.

The two types of cases for which reasonable suspicion procedures may be invoked:

1. Chronic case – Deteriorating job performance or changes in personal traits or characteristics, where the use of alcohol or drugs may be reasonably suspected as the cause. These cases may develop over a fairly long period of time.
2. Acute case – The appearance, in a specific incident or observation, of being under the present

influence of alcohol and/or drugs regardless of previous history.

Circumstances under which substance screening may be considered include, but are not limited to, the following:

1. Observed use, possession, or sale of illegal drugs and/or use, possession, sale or abuse of alcohol and/or the illegal use or sale of prescription drugs.
2. Apparent physical state of impairment of motor functions.
3. Marked changes in personal behavior not attributable to other factors.
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.
5. Employee involvement in or contribution to a crime involving alcohol or drugs where civil and/or criminal charges have been filed.
6. Violations of civil and criminal laws applying to the use, distribution, sale, trafficking or possession of illegal drugs, alcohol, or non-prescribed drugs.

The School reserves the right to discipline or terminate employees convicted of an offense that involves the use, distribution, sale, trafficking or possession of illegal drugs. Further, the School reserves the right to search any areas including lockers, desks, lunch boxes, briefcases, pocketbooks, cars, trucks and any other areas as part of this policy.

EXPOSURE CONTROL

Employees will receive information and training to cover the Exposure Control Plan (ECP) and have an opportunity to review this Plan in accordance with OSHA Standard 29CFR 1910.1030, "Occupational Exposure to Blood Borne Pathogens." Employees will be instructed on the methods of implementation of the ECP. If requested, employees will be provided a copy of the ECP free of charge. Personal Protective Equipment will be provided to employees at no cost.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

This notice is provided to you with information regarding the Asbestos Hazard Emergency Response Act (AHERA) Management Plan for Roxboro Community School. AHERA is a provision of the Toxic Substance Control Act and was passed by Congress in 1986. It requires schools to ensure that workers and building occupants, or their legal guardians, are informed at least once each school year about inspections, response actions, and post -response action activities, including periodic re-inspection and surveillance activities that are planned or in progress as well as the availability of the AHERA Management Plan for public review. The AHERA Management Plan contains documents of the initial AHERA inspection, six-month periodic surveillances, triennial re-inspections, employee trainings and operations and maintenance procedures. If you have any questions regarding the AHERA Management Plan for this school, please contact the main office.

CONCEALED WEAPONS

The School strictly prohibits the carrying and/or possession or storage of a concealed weapon on School premises. **North Carolina law strictly prohibits the carrying of concealed weapons on school property. The prohibition of the possession of a weapon of any kind on the School premises extends to personal vehicles as well as School-owned vehicles, which are subject to search as outlined in the workplace searches policy.** Violation of this policy may result in immediate termination and/or criminal prosecution.

TRANSFERS

Transfer of employees to other positions or departments for the School's convenience may be made as needed at the discretion of the Managing Executive Director and the Principal.

POLITICAL ACTIVITIES

The School recognizes that employees have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elected public office or appointed public office to the extent that neither activity conflicts with the employees' duties in the School. The Board of Directors will determine whether campaigning for, and/or holding an elected and/or appointed office, is compatible with the duties assigned by the school.

An employee who wishes to file for an elected or an appointed position on a governing board or agency must affirm in writing to the Principal that such position will not conflict with state or federal law and/or regulations concerning the employee's right to serve (e.g. dual office holding, conflict of interest, etc.). The employee must notify the Principal in writing at the earliest possible time. The notice must include the position sought and the employee's intentions as to the possibility of continued employment and the conditions of that employment. The Principal will report this information to the Managing Executive Director and the MED will report this to the Board at its next regular meeting.

In connection with campaigning or holding a public office, no employee will do the following:

- a) use school system facilities, equipment or supplies;
- b) discuss his/her campaign with school personnel, children, or citizens during working hours;
- c) use any time during the working day for campaigning purposes, either through his or her own activities or the activities of a colleague.

As a 501(c) (3) nonprofit corporation, Roxboro Community School is required by the Internal Revenue Code to provide a detailed annual report to the Internal Revenue Service of any attempts "to influence federal, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum" through "volunteers, paid staff and management, media advertisements, and mailings to legislators and the public."

Employees are not permitted to use school system facilities, equipment, or supplies to attempt to influence federal, state, or local legislation without the prior written approval of the Principal. Classroom or homework assignments and extracurricular or other school-sponsored activities that entail mailings to legislators and/or the public in an attempt to influence federal, state, or local legislation, including public opinion on a legislative matter or referendum, are not permitted without the prior written approval of the Principal.

HARASSMENT POLICY

Roxboro Community School is committed to providing a work environment in which its employees and students are treated with courtesy, respect and dignity, and are free of harassment, whether sexual, threatening or discriminatory in nature. It is illegal and against School policy for any employee to make unwelcome sexual advances, requests for sexual favors and other verbal, written, or physical conduct of a sexual nature; or to create an intimidating, hostile, or offensive working environment through physical or verbal conduct relative to an employee's gender, religion, age, national origin, or disability.

Any employee engaging in harassing activity will be subject to disciplinary action, including suspension and/or termination. Employees who believe they are being subjected to harassment must immediately report the incident to their Principal. The Principal will immediately report the incident to the MED. The MED, when she becomes aware of possible sexual or other unlawful harassment, should promptly advise the Chairperson of the Board of Directors of the School. The MED and Chairperson of the Board of Directors will conduct a thorough investigation and determine what action will be taken.

The identity of the employee making a report will be kept confidential to the greatest extent possible.

This policy has been established to assure employees that the issue of harassment will be dealt with in a prompt and confidential manner. Employees will not be penalized for reporting an incident or for participating in the investigation.

OPEN-DOOR POLICY

Employees are encouraged to communicate directly with one another, but even then, misunderstandings may occur that cause questions or complaints about the workplace. The "Open-Door" Policy is a way to get a solution to questions or problems. The policy is as follows:

When there is a concern, the employee should first consult with his or her Principal. Most problems can be resolved satisfactorily through early identification and discussion. If the employee is not satisfied with the results of this meeting, or prefers to speak with someone else, the employee should contact the Managing Executive Director. The situation will be reviewed and the employee will receive an answer based on compliance with School policy.

ROXBORO COMMUNITY SCHOOL EMPLOYEE GRIEVANCE POLICY

Whenever an employee has a particular grievance, the concern must be discussed in-person with the individual with whom you have the grievance. Grievances are not available to address personnel actions, including but not limited to selection or non-selection for a position, performance evaluations, oral or written warnings, work assignments, established or revised compensation, termination or not being re-employed. If unable to reach a resolution with the individual, the employee may file a written statement with the Principal within ten days of the incident.

In a conference with the Principal, the employee will present the Letter of Grievance, providing details and dates. Only the information presented at the initial conference will be allowed at subsequent meetings, unless the information was unavailable prior to the initial meeting. The Principal will investigate the grievance and notify the employee in writing of the decision. If an issue remains unresolved after a formal conference with the Principal, the employee may appeal to the Managing Executive Director.

Within ten days of the Principal's written decision, the employee is to write a Letter of Grievance addressed to the Managing Executive Director. The Letter of Grievance must contain an outline of the grievance, giving details and dates. A copy of the letter must be given to the Principal. All grievances must be dated and submitted in writing to the Managing Executive Director. The Managing Executive Director shall call a meeting within two weeks of receipt of the grievance, if possible. The Managing Executive Director will make a decision, with a recommendation of any action to be taken. The employee(s) who submitted the grievance will be notified by letter as to the decision of the Managing Executive Director within a reasonable amount of time that would be required for resolution of the grievance. The decision of the Managing Executive Director can be appealed to the Board of Directors.

Within ten days of the Managing Executive Director's decision, the employee is to write a Letter of Grievance addressed to the Chairman of the Roxboro Community School Board of Directors. The Letter of Grievance must contain an outline of the grievance, giving details and dates. A copy of the letter must be given to the Managing Executive Director. All grievances must be dated and submitted in writing to the Chairman of the Roxboro Community School Board of Directors.

The Chairman shall call a meeting within two weeks of receipt of the grievance, if possible. The Chairman will make a decision, with a recommendation of any action to be taken. The employee(s) who submitted the grievance will be notified by letter as to the decision of the Chairman within a reasonable amount of time that would be required for resolution of the grievance.

MINUTES OF MEETINGS

Minutes of all meetings conducted by Roxboro Community School employees, including staff meetings, committee meetings, department meetings, grade-level meetings, and parent conferences, should be submitted to the Managing Executive Director, Principal, and Department head within one day of the completion of the meeting. It is the responsibility of the employee chairing the meeting to take minutes (or to delegate the responsibility of taking minutes).

CONFLICTS OF INTEREST

Roxboro Community School has established itself as a reputable Charter School of high ethical standards. This reputation has been earned by the demonstration of the personal integrity of its principles. Since the actions of employees either enhance or detract from this reputation, it is essential that all personnel act in an appropriately professional manner when dealing with stakeholders.

Employment with Roxboro Community School imposes a responsibility to act in its best interest. Transactions with individuals or organizations outside of Roxboro Community School must be conducted within a framework established and controlled by the Board of Directors of the School. As an employee of the School, it is imperative that any dealings with outside firms or individuals will not result in unusual gains or personal gains for the employee, the individual or the said firm. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either party, or both. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Roxboro Community School does business, but also when an employee or relative receives a kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Roxboro Community School. Promotional plans that could be interpreted to involve unusual or personal gain require specific approval from the Managing Executive Director. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose

relationship with the employee is similar to that of a person who is related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the School as soon as possible the existence of actual or potential conflict of interest so that safeguards can be established to protect all parties.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as the outside employment does not, in the opinion of the employee’s supervisor, compromise or otherwise diminish the employee’s ability to meet performance standards of his/her job with Roxboro Community School. All employees will be judged by the same performance standards and will be subject to Roxboro Community School’s scheduling demands, regardless of any existing outside work requirements.

If Roxboro Community School determines that an employee’s outside work interferes with performance or the ability to meet the requirements of the School as they are modified from time to time, the employee may be asked to terminate outside employment if he or she wishes to remain with Roxboro Community School.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Roxboro Community School for materials produced or services rendered while performing their jobs.

NON-DISCLOSURE

The protection of confidential business information and trade secrets is vital to the interests and the success of the School. Such confidential information may include, but is not limited to, the following examples:

Active projects and proposals	Marketing strategies
Budgets and forecasts	New materials research
Compensation data	Pending projects and proposals
Curriculum implementation	Proprietary production processes
Parent information	Research and development strategies
Vendor lists	Student health records
Facility prototypes	Student lists/demographics
Financial information	Student records/addresses
Instructional methodology	Technological data and systems
Labor relations strategies	Technological prototypes

All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of and legal action, even if they do not actually benefit from the disclosed information.

IMMIGRATION LAW COMPLIANCE

Roxboro Community School is committed to employing United States citizens and aliens who are authorized to work in the United States. The School does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the School within the past three years, or if their previous I-9 is no longer retained or valid.

HIRING OF RELATIVE

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by Roxboro Community School may not work directly for or supervise a relative without specific board approval. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Roxboro Community School employees may not be transferred into such a reporting relationship without specific MED and Board approval. Ultimately, the hiring of family members is subject to the approval of the MED, and may be considered on a case-by-case basis.

If the relative relationship is established after employment, the MED and the Principal will decide who is to be transferred, absent Board approval. Every effort will be made to provide an opportunity that is similar in scope and salary to the existing position; however, no guarantee of employment can be offered.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is within the third degree of consanguinity.

VOLUNTARY RESIGNATION / TERMINATION

If an employee finds it necessary to resign his/her position, it should be done in a positive, professional manner that will reflect well on the personnel record. Employees are requested to give a minimum of 30 days written notice. Employees with health insurance coverage will be entitled to continue their coverage under COBRA.

Any employee who resigns or is terminated will be responsible for returning all School property. Failure to do so will result in the cost of these items being deducted from the employee's final paycheck.

EXIT INTERVIEWS

If an employee resigns, he/she is asked to discuss with the principal and MED the decision and the circumstances that led to the decision. Matters relating to final pay and other personal matters will be arranged at the time of the final interview.

Section 2 – About Your Job:

LENGTH OF SCHOOL DAY

Full- time teachers and staff are expected to be at school at 7:40 a.m. and on campus until 3:30 p.m. at the middle/high school. If any employee must leave campus within these hours, he/she MUST receive permission from his/her respective Principal and sign out prior to leaving campus, and sign back in upon his/her return. On designated teacher workdays, all staff members are expected to be on campus between 8:30 a.m. and 3:30 p.m., unless otherwise designated by the Principal

Hourly employees MUST sign in as soon as they arrive on campus, and clock out each time they leave campus for non-school related reasons.

INCLEMENT WEATHER PROCEDURE

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt School operations. In extreme cases, these circumstances may require the closing of a work facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be made up. Employees in essential operations may be asked to work on a day when operations are officially closed. **School closings will be announced via the RCS Bulldogs app, Facebook, Twitter, WRAL, ABC-11, WKRX 96.7 FM, RCS email listserv, and RCS Website.**

In case of school cancellation or early dismissal due to inclement weather, it is important that all staff members clearly understand the options related to the workday.

The school system respects your right to make the best decision for yourself. If you decide not to go to work when school is cancelled, you have several options available. In some situations, however, the Principal or supervisor may require employees to report to work. In most cases, the following information should serve as your guide.

Roxboro Community School recognizes that periods of inclement weather may pose a safety hazard for students and employees. It also expects all to exercise caution and good common sense when faced with adverse weather conditions.

If school is cancelled for students with an optional workday for staff, all staff should report to work or select one of the following options:

1. Take annual leave or comp time, if available
2. Take personal leave (licensed instructional personnel only), or
3. Take leave without pay
4. Make up time missed – prior approval of immediate supervisor required.

If one of the stated options is selected, the principal/supervisor must be informed of the employee's intentions. The student make up day will be scheduled in the school calendar by the board.

If school is cancelled for students and staff, ten month employees shall make up the day as scheduled by the board.

If school is cancelled for students and staff, twelve month employees shall select one of the following options:

1. Take annual leave
2. Take leave without pay
3. Make up time missed-prior approval of immediate supervisor required.

If an employee elects to make up time, a request must be made to the immediate supervisor. If approved, the supervisor must keep a record of hours and the times when hours are made up.

All missed time must be made up by June 30 of the current school year. Hours not made up by June 30 will be charged as annual leave.

Adjustments to the school calendar may be necessary due to days missed for adverse weather conditions.

Delayed Openings

If school opening is delayed for students and staff, employees should adjust their start time in alignment with the length of the delay.

Daily Schedule

1st Bell	7:50
2 nd Bell	8:00
1 st Period	8:00 – 9:01
2 nd Period	9:05 - 10:06
3 rd Period	10:10 – 11:11
1 st 4 th Period	11:15 – 12:16 2 nd Lunch 12:20 – 12:50
2 nd 4 th Period	11:49 – 12:50 1 st Lunch 11:15 – 11:45
5 th Period	12:54 – 1:55
6 th Period	1:59 – 3:00

Flex Day Schedule

12:30 Release

No Lunch

First Period	8:00 – 8:41
Second Period	8:45 – 9:26
Third Period	9:30 – 10:11
Fourth Period	10:15 – 10:56
Fifth Period	11:00 – 11:41
Sixth Period	11:45 – 12:30

2 Hour Delay Schedule

1 st Period	10:00 – 10:41
2 nd Period	10:45 – 11:26
3 rd Period	11:30 – 12:11
1 st 4 th Period	12:15 – 12:56 2 nd Lunch 1:00 – 1:30
2 nd 4 th Period	12:49 – 1:30 1 st Lunch 12:15 – 12:45
5 th Period	1:34 – 2:15
6 th Period	2:19 – 3:00

Grading Scale

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F (Failure)	0 – 59

POSTION CLASSIFICATIONS AND STATUS

Each Roxboro Community School position is classified as either *Non-Exempt* or *Exempt* in compliance with the Fair Labor Standards Act (FLSA). These classifications do not guarantee employment for any specified period of time, but rather determine specific provisions as outlined in the FLSA laws. Additionally, employee status will be classified as *Full-Time* or *Part-Time*.

Exempt employees are salaried employees and are exempt from the payment of overtime. These employees serve in an executive, administrative or professional capacity and the exempt classification is dependent on the type of work the individual performs (please note, however, that not all salaried employees are exempt).

Non-exempt employees receive 1.5 times their regular hourly rate for all hours physically worked over 40 in the school's scheduled work week, and detailed records must be kept of the employees' daily and weekly hours worked.

STATUS DEFINITIONS

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work Roxboro Community School's full-time schedule. Generally, they are eligible for the school's benefit package; subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work between 20 and 30 hours per week. While they do receive all legally mandated benefits (such as Workers' Compensation Insurance), they may be ineligible for all of the school's other benefit programs including, but not limited to, paid holidays, insurance benefits and paid vacation.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of limited duration. Employment beyond any initially stated period

does not in any way imply a change in employment status. Temporary employees retain the status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as Workers' Compensation Insurance), they are ineligible for all of Roxboro Community School's other benefit programs.

PER DIEM employees are those who routinely work either a full-time or part-time schedule and who accept additional compensation in lieu of participation in all but legally mandated benefit programs (such as Workers' Compensation Insurance). Roxboro Community School offers this category in limited classifications and to a limited number of employees. Individuals participating in this program must waive their rights to participate in the benefit programs applicable to regular employees. Service in this category cannot be credited in any way toward any benefit program, even if the employee is later assigned to a benefit-eligible category. A change to or from this category can be accomplished only with written consent of the School.

CASUAL employees are those who have established an employment relationship with Roxboro Community School but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as Workers' Compensation Insurance), they are ineligible for all of Roxboro Community School's other benefit programs.

PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. The Principals and designated senior staff members will formally appraise all teachers at least three times per year. Beginning Teachers will be appraised at least four times a year in compliance with North Carolina Teacher Evaluation Policy TCP-C-004.

Beginning Teachers will be assigned a Mentor, trained in the North Carolina Mentor Professional Standards, who will provide guidance as stated in the Beginning Teacher Plan, and work with the new teacher to achieve a Standard Professional II license.

Additional formal performance evaluations may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

COMPENSATION POLICY

Roxboro Community School follows the North Carolina Department of Public Instruction Certified Pay Schedule.

STIPENDS

For certain duties and responsibilities outside that of an employee's normal duties, the School may provide a stipend. The Principal is responsible for recommending such stipends to the MED who, at his/her discretion, may incorporate stipends within the annual operating budget.

PAY PERIODS

Direct Deposit of Payroll: Employees are required to participate in direct deposit. (The School is not responsible for any fees charged to an employee for payroll errors resulting from miscommunication of address or direct deposit changes.)

Direct Deposit Notices, (aka paystubs), and W2 Forms are located in the LINQ system. The school does not provide paper copies. Employees must create and log-in to their LINQ account to view or print Direct Deposit Notices and W2 Forms.

Roxboro Community School currently operates on a monthly pay cycle (21.5 working days per month). The payday is on the 28th of each month, unless the 28th falls on the weekend, then payday is on the Friday of that week.

If a regular payday falls during an employee's vacation, the employee's pay stub will be available upon his or her return from vacation.

Roxboro Community School currently operates on a monthly pay cycle (21.5 working days per month).

If a regular payday falls during an employee's vacation, the employee's pay stub will be available upon his or her return from vacation.

ADMINISTRATIVE PAY CORRECTIONS

Roxboro Community School takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the ***Business Manager*** so that corrections can be made as quickly as possible.

PAYCHECK ERRORS

Underpayments: In the event of an error resulting in an underpayment to an employee, the employee will be properly compensated on or before the next scheduled pay date.

Overpayments and deduction adjustments of \$50 or less: If an employee has been mistakenly overpaid or deductions under-withheld by \$50 or less, an adjustment will be made on the next scheduled pay date. The school will notify the employee no later than five calendar days before the adjustment is made.

Overpayments and deduction adjustments greater than \$50: Roxboro Community School may collect overpayments not to exceed one year in duration from the date a notification of overpayment is mailed to the affected employee.

The school will notify the affected employee via a **"Payroll Adjustment Form"** if an overpayment or under-withheld deduction of over \$50 has occurred. The form will contain two payback options for the employee's consideration. If the employee finds one of the options acceptable, he/she will check the box on the form and return it to the School within five business days. If the employee does not find either option acceptable, he/she will check the appropriate box on the form requesting a meeting with the

Principal within five business days.

PAY DEDUCTIONS AND SET-OFFS

Federal and state laws mandate that the School make deductions from every employee's paycheck for certain items such as Federal income taxes, state income taxes, Social Security and Medicare. No deductions, other than those required by law or assigned by a court order, levy or garnishment, will be made from an employee's paycheck without written authorization. Participation in School medical/dental and 403 (b) plans implies employee authorization of related payroll deductions.

Pay setoffs are pay deductions taken by the school, usually to help pay off a debt or obligation to Roxboro Community School or others. Questions concerning why deductions were made from an employee's paycheck or how they were calculated should be directed to the Principal.

TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require that Roxboro Community School keep an accurate record of time worked in order to calculate employee pay and benefits.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved by the Principal before it is performed. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Non-exempt employees should report to work no more than five minutes prior to their scheduled starting time nor stay more than five minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employees' responsibility to review their time records and to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes.

The School is responsible for accurate reporting and maintaining documented time reports.

OVERTIME

Overtime compensation is paid to all non-exempt employees in accordance with Federal and state wage and hour regulations. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Non-exempt employees will be paid time and one-half for all hours *physically* worked in excess of 40 hours in any one work week. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

Section 3 – Your Responsibilities:

PROFESSIONAL PERSONNEL ETHICS

School staff, administrators and teachers are under the jurisdiction of ethical conduct as promulgated by Federal, state, and local statute and administrative code and are subject to the Rule(s) of Conduct of said statutes or codes. Such rules include but may not be limited to the following:

RCS Employees...

1. May not use their position or office for personal financial gain;
2. Must report the receipt of anything of value, \$25 or more;
3. Understand that classroom equipment purchased with PTSO or other school funds is the property of the school, and not the property of the individual teacher/staff member;
4. May not receive compensation to influence action;
5. May not receive additional money as payment for advice or assistance given in the course of their employment;
6. May not receive anything of value for speaking before a public or private group if the Employee is acting in an official capacity;
7. May not use government personnel, equipment, or materials in an election campaign;
8. May not use or disclose confidential information gained in the course of their employment;
9. May not serve as a member or employee of a governmental regulatory commission that regulates any business with which they are associated;
10. May not represent another person before a governmental entity;
11. May not have an economic interest in a contract if the employee is authorized to perform an official function relating to the contract.

RCS Staff are expected to follow the Code of Ethics for North Carolina Educators, policy ID number: TCP-C-014:

Code of Ethics for North Carolina Educators

Preamble: The purpose of this Code of Ethics is to define standards of professional conduct.

The responsibility to teach and the freedom to learn, and the guarantee of equal opportunity for all are essential to the achievement of these principles. The professional educator acknowledges the worth and dignity of every person and demonstrates the pursuit of truth and devotion to excellence, acquires knowledge, and nurtures democratic citizenship.

The educator exemplifies a commitment to the teaching and learning processes with accountability to the students, maintains professional growth, exercises professional judgment, and personifies integrity. The educator strives to maintain the respect and confidence of colleagues, students, parents, and legal guardians, and the community, and to serve as an appropriate role model.

I. Commitment to the Student

- A. Protects students from conditions within the educator's control that circumvent learning or are detrimental to the health and safety of students.
- B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.
- C. Evaluates students and assigns grades based upon the students' demonstrated competencies and performance.
- D. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.
- E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.
- F. Refuses to accept significant gifts, favors, or additional compensation that might influence or appear to influence professional decisions or actions.

II. Commitment to the School and School System

- A. Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.
- B. Acknowledges the diverse views of students, parents and legal guardians, and colleagues as they work collaboratively to shape educational goals, policies and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.
- C. Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.
- D. Participates actively in professional decision-making processes and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due process proceedings.
- E. When acting in an administrative capacity:
 - 1. Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, and parents and legal guardians.
 - 2. Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
 - 3. Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.

4. Recommends persons for employment, promotion, or transfer according to their professional qualifications, the needs and policies of the LEA, and according to the law.

III. Commitment to the Profession

- A. Provides accurate credentials and information regarding licensure or employment and does not knowingly assist others in providing untruthful information.
- B. Takes action to remedy an observed violation of the Code of Ethics for North Carolina Educators and promotes understanding of the principles of professional ethics.
- C. Pursues growth and development in the practice of the profession and uses that knowledge in improving the educational opportunities, experiences, and performance of students and colleagues.

As adopted by the State Board of Education June 5, 1997.

SECTION .0600 – CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR NORTH CAROLINA EDUCATORS

16 NCAC 6C.0601 – THE PURPOSE AND APPLICABILITY OF THE RULES OF PROFESSIONAL CONDUCT FOR EDUCATORS

The purpose of these rules is to establish and uphold uniform standards of professional conduct for licensed professional educators throughout the State. These rules shall be binding on every person licensed by the SBE, hereinafter referred to as “educator” or “professional educator,” and the possible consequences of any willful breach shall include license suspension or revocation. The prohibition of certain conduct in these rules shall not be interpreted as approval of conduct not specifically cited.

History Note: Authority G.S. 115C-295.3;
Effective April 1, 1998

16 NCAC 6C.0602 – THE STANDARDS OF PROFESSIONAL CONDUCT FOR NC EDUCATORS

- (a) The standards listed in this Section shall be generally accepted for the education profession and shall be the basis for State Board review of performance of professional educators. These standards shall establish mandatory prohibitions and requirements for educators. Violation of these standards shall subject an educator to investigation and disciplinary action by the SBE or LEA.
 - (b) Professional educators shall adhere to the standards of professional conduct contained in this Rule. Any intentional act or omission that violates these standards is prohibited.
- (1) Generally recognized professional standards: The educator shall practice the professional standards of federal, state, and local governing bodies.
 - (2) Personal conduct: The educator shall serve as a positive role model for students, parents, and the

community. Because the educator is entrusted with the care and education of small children and adolescents, the educator shall demonstrate a high standard of personal character and conduct.

- (3) Honesty: The educator shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties including the following:
 - (A) statement of professional qualifications;
 - (B) application or recommendation for professional employment, promotion, or licensure;
 - (C) application or recommendation for college or university admission, scholarship, grant, academic award, or similar benefit;
 - (D) representation of completion of college or staff development credit;
 - (E) evaluation or grading of students or personnel;
 - (F) submission of financial or program compliance reports submitted to state, federal, or other governmental agencies;
 - (G) submission of information in the course of an official inquiry by the employing LEA or the SBE related to facts of unprofessional conduct, provided, however, that an educator shall be given adequate notice of the allegations and may be represented by legal counsel; and
 - (H) submission of information in the course of an investigation by a law enforcement agency, child protective services, or any other agency with the right to investigate, regarding School-related criminal activity; provided, however, that an educator shall be entitled to decline to give evidence to law enforcement if such evidence may tend to incriminate the educator as the term is defined by the Fifth Amendment to the U.S. Constitution.
- (4) Proper remunerative conduct: The educator shall not solicit current students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity. An educator shall not tutor for remuneration students currently assigned to the educator's classes, unless approved by the Managing Executive Director. An educator shall not accept any compensation, benefit, or thing of value other than the educator's regular compensation for the performance of any service that the educator is required to render in the course and scope of the educator's employment. This Rule shall not restrict performance of any overtime or supplemental services at the request of the LEA; nor shall it apply to or restrict the acceptance of gifts or tokens of minimal value offered and accepted openly from students, parents, or other persons in recognition or appreciation of service.
- (5) Conduct with students: The educator shall treat all students with respect. The educator shall not commit any abusive act or sexual exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that educator, as defined below:

- (A) any use of language that is considered profane, vulgar, or demeaning;
 - (B) any sexual act;
 - (C) any solicitation of a sexual act, whether written, verbal, or physical;
 - (D) any act of child abuse, as defined by law;
 - (E) any act of sexual harassment, as defined by law; and
 - (F) any intentional solicitation, encouragement, or consummation of a romantic or physical relationship with a student, or any sexual contact with a student. The term “romantic relationship” shall include dating any student.
- (6) Confidential information: The educator shall keep in confidence personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.
- (7) Rights of others: The educator shall not willfully or maliciously violate the constitutional or civil rights of a student, parent/legal guardian, or colleague.
- (8) Required reports: The educator shall make all reports required by Chapter 115C of the North Carolina General Statutes.
- (9) Alcohol or controlled substance abuse: The educator shall not:
- (a) be under the influence of, possess, use, or consume on School premises or at a School-sponsored activity a controlled substance as defined by N.C. General Statutes § 90-95, the Controlled Substances Act, without a prescription authorizing such use;
 - (b) be under the influence of, possess, use or consume an alcoholic beverage or a controlled substance on school premises or at a school-sponsored activity involving students; or
 - (c) furnish alcohol or a controlled substance to any student except as indicated in the professional duties of administering legally prescribed medications.
- (10) Compliance with criminal laws: The educator shall not commit any act referred to in G.S. 115C-332 or any felony under the laws of the United States or of any state.
- (11) Public funds and property: The educator shall not misuse public funds or property, or funds of a School-related organization or colleague. The educator shall account for funds collected from students, colleagues, or parents/legal guardians. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- (12) Scope of professional practice: The educator shall not perform any act as an employee in a position for which licensure is required by the rules of the SBE or by Chapter 115C or the NC General Statutes during the period in which the educator’s license has been suspended or revoked.

- (13) Conduct related to ethical violations: The educator shall not directly or indirectly use or threaten to use any official authority or influence in any manner that tends to discourage, restrain, interfere with, coerce, or discriminate against any subordinate or any licensee who in good faith reports, discloses, divulges, or otherwise brings to the attention of a LEA, the SBE, or any other public agency authorized to take remedial action, any facts, or information relative to actual or suspected violation of any law regulating the duties of persons serving in the public school system, including but not limited to these Rules.

History Note: Authority G.S. 115C-295.3; Effective May 1, 1998

GUIDELINES FOR CONDUCT

Rules exist that should not be violated under any circumstances. Violation of these rules may lead to discipline, up to and including immediate termination. The following list is not all-inclusive, and there may be other circumstances for which employees may be disciplined up to and including immediate termination. Questions about these rules or what Roxboro Community School expects of its employees should be discussed with the Principal and the MED.

- 1. Substance Abuse.** Substance abuse will not be tolerated. The drug and alcohol policy explains the position of Roxboro Community School regarding alcohol and drug use as well as the use of other intoxicants and mind-altering substances.
- 2. Insubordination.** It is a violation of policy for any employee to refuse to follow the directions of a supervisor or administrator or to treat a supervisor or administrator in an insubordinate manner in any respect. Documentation will be provided to the employee specifying the basis for insubordination.
- 3. Courtesy.** Courtesy is the responsibility of all employees of Roxboro Community School. All employees are expected to be courteous, polite and friendly at all times and to all persons. The use of profanity, inflammatory language, argumentative tones or confrontational behavior damages the reputation and image of Roxboro Community School and is therefore prohibited.
- 4. Attitude.** All employees should display a positive attitude toward their job and their job assignments. A poor attitude creates a difficult working environment and prevents Roxboro Community School from providing a quality, problem-free educational environment for students.
- 5. Performance.** Employees are expected to make every effort to perform their duties and to do so to the best of their abilities and at a level that satisfactorily meets or exceeds the expectations of supervisors.
- 6. Theft.** In the interest of protecting all employees, visitors, and students, Roxboro Community School reserves the right to inspect and search all purses, briefcases, toolboxes, lockers, desks, bags, vehicles, e-mail inboxes, backpacks, computer disks, and other data storage devices located on school property, when reasonable suspicion warrants search and seizure.
- 7. Threats and Weapons in the Workplace.** Roxboro Community School does not allow fighting, threatening words or behavior or possession of weapons of any kind on the school premises or in any vehicle either personally owned or owned by the school.

- 8. Damage to Property.** Deliberate or careless damage to school property or the property of coworkers, students, visitors or others is prohibited.
- 9. Safety.** Roxboro Community School is committed to providing a safe workplace for all employees and has established a safety program to ensure that everyone understands the importance of safety. Employees are expected to exercise good judgment and common sense in the workplace with regard to safety.
- 10. Harassment.** Roxboro Community School strictly prohibits any and all kinds, forms, and types of harassment. Employees are required to adhere to the Harassment Policy.
- 11. Absenteeism and Tardiness.** Excessive or unauthorized absenteeism is not conducive to a responsible, productive learning environment and will not be tolerated. Employees are not permitted to leave work during their regularly scheduled hours unless specifically authorized to do so by the Principal. When leaving for authorized reasons, employees must adhere to the policy of signing in and out.
- 12. Misuse of Property.** No employee should misuse or use without authorization equipment, vehicles or other School property or property owned by students, coworkers or visitors.
- 13. Fraud, Dishonesty and False Statements.** No employee or applicant should ever falsify any application, medical history, record, invoice, paperwork, timesheet, timecard or any other documents. Violations should be reported immediately to the Principal.
- 14. Detrimental Activities.** Employees are not permitted to engage in any kind of activity that reflects detrimentally or adversely on the school's reputation or image.
- 15. Honesty.** Misrepresentation of any kind by an employee of Roxboro Community School is a violation of professional ethics and is prohibited.
- 16. Violation and/or Lack of Enforcement of School Rules.** All employees are the mentors of students and are responsible for the enforcement and observance of all school rules, policies and procedures as found in the Student/Parent Handbook and any other document or memorandum.
- 17. Confidentiality.** All records and files of the School are property of the School and considered confidential. No employee is authorized to copy or disclose any file or record. Confidential information includes all letters or any other information concerning personnel records of past or present employees, including one's own; financial records of the School, and all records pertaining to every aspect of the School and in particular, School records. Please refer to the Confidentiality of Information Policy.

Roxboro Community School
Anti-Racism Policy and Grievance Procedures Statement of Policy Regarding Racism in the
Workplace Approved: May 17, 2010

Roxboro Community School rejects racism in all its forms. It is committed to the elimination of racial discrimination, including direct and indirect racism, racial vilification and harassment in its organization, structures and culture, in its curriculum and in the learning and working environments for which it is responsible.

Roxboro Community School will ensure that all employees understand and fulfill their responsibilities in implementing the anti-racism policy and these grievance procedures. This will be done through the provision of support and, if necessary, appropriate disciplinary sanctions.

Grievance Procedure Background

From time to time, staff, students, parents or community members may have complaints about racist incidents or racist practices in the school. RCS is committed to the fair and speedy resolution of all such complaints. Wherever possible, complaints will be resolved at the local level and with confidentiality.

The guidelines set out the procedures to be used to resolve complaints about racism. They complement the RCS anti-racism policy as stated above.

It is intended that these internal procedures will resolve most complaints; however, should there be a failure to resolve the matter at the local level, the matter may be elevated to the Grievance Committee as appointed annually by the MED for resolution.

Making a Complaint

Any person or group of people with a complaint should provide a written complaint to the senior-most supervisor on site (the Managing Executive Director). The written complaint must, at a minimum, contain the following information:

1. The name of the individual(s) filing the complaint;
2. A description of the alleged racist conduct, including specific dates, times, witnesses and locations;
3. The signature(s) of the individual(s) filing the complaint;

The person(s) making the complaint should have either directly experienced or observed the alleged racist behavior or practice. He or she may approach any staff member for aid in bringing the complaint to the Managing Executive Director.

A parent/guardian may lodge a complaint on behalf of his/her child. The Managing Executive Director will:

1. Verify that the complaint is properly filed in accordance with the guidelines stated herein;
2. Forward the complaint to the Principal within five working days of receipt;
3. Inform the person(s) making the complaint of:
 - a. the process by which the complaint will be investigated and the confidential nature of that process;
 - b. his/her right to be protected from retaliation for making the complaint;
 - c. his/her right to appeal to the RCS Grievance Committee Chairperson should resolution be inconsistent with existing procedure or policy.

Investigating the Complaint

The Managing Executive Director will promptly, and in no case later than five days following receipt of the complaint, take it to the Principal for action. The Principal, together with any counsel he or she deems appropriate, will do the following:

1. Interview the person(s) who made the complaint and any other person who may be able to assist the investigation.
2. Interview the person or group against whom the complaint is made and inform them of the investigation process and their rights.
3. Conduct all interviews in a closed forum and treat all documents as confidential.
4. Record testimony via transcription or recording.
5. Consider a solution that attempts to satisfy all parties and that is consistent with the policies of RCS.
6. Prepare a written report for the Managing Executive Director and the RCS board Chairperson.
 - a. This report must be made within 30 calendar days of the contact officer receiving the complaint.
 - b. If circumstances exist that preclude the Principal from making a decision or providing for resolution, the report will include a description of said circumstances and a clear recommendation that the matter be referred to the RCS Grievance Committee for a decision.
7. Advise all parties of the action and the reasons for it in a dated, written letter. The action taken may include:
 - a. Provision of a support program;
 - b. Requiring participation in an anti-racism development program;
 - c. Formal disciplinary action;
 - d. Dismissal of the complaint as groundless.
8. Advise the person(s) who made the complaint and any individual(s) found to have acted in a racist manner of the right to appeal and how to do so;
9. Monitor the situation in an ongoing manner.

Appeals

Should the person(s) making the complaint, or the person(s) found to have acted in a racist manner allege that the decision of the Principal was procedurally flawed or in violation of existing policy, he/she may appeal to the chairperson of the RCS Grievance Committee within 20 calendar days of the date of the Principal's written decision by submitting a written letter that clearly states the basis for the appeal and includes the sentence "I/We appeal the decision of the Principal."

The Grievance Committee will:

1. Convene the committee and review the appeal within 30 calendar days of receipt of the appeal;
2. Review all the available material;
3. Listen to the recording of or review the transcript of any testimony;
4. Determine whether or not the decision of the Principal was procedurally flawed or whether it violated existing policy;
5. Make a decision within 60 calendar days of the appeal;
6. Decide whether to uphold or overturn the decision of the Principal. (If the Principal's decision is deemed to be procedurally flawed or in violation of existing policy, the matter shall be returned to the Principal for consideration within the scope of existing procedure and policy.)
7. Advise all parties of the committee's decision and the reason for it.

EMPLOYEE DISCIPLINE POLICY

The school retains the discretion at all times to immediately terminate an employee or to decide what level or type of discipline, if any, is warranted. The school is not required to use any of the following steps of discipline, and, if the school does choose to utilize any of the following steps of discipline, it is not required to apply or use them in any particular order, but retains the discretion at all times to determine the nature and severity of discipline and/or termination.

In the event it becomes necessary to discipline an employee, the following steps of discipline **may** occur at the discretion of the school:

1. Verbal warning
2. Written warning
3. Final warning and/or probation
4. Termination

The school retains the discretion to determine if the circumstances of a particular case warrant termination for the first offense, or whether one of the other three forms of discipline listed above is warranted.

Further, if an employee's conduct, performance, work habits, attitude or demeanor becomes unsatisfactory or unacceptable in the judgment of the school, including based on violations of any school policies, rules, guidelines, regulations, or rules of conduct, whether contained herein or in other documents, the employee will be subject to disciplinary action up to and including termination.

CONFIDENTIALITY OF INFORMATION POLICY

The school is engaged in providing a service that requires a strict code of confidentiality regarding information. No employee will remove from the school premises or store outside of the School information about any matter pertaining to the conduct of the school's business that may compromise a student, coworker, staff member, contractor, parent, family or the School to outsiders. Any employee who compromises any information regarding a student, co-worker, staff member, contractor, parent, family or the school may be subject to discipline and/or termination.

If the RCS Board or a Board Member wishes to review a confidential file, the Board must make a request to the MED, who will procure the file if the request is valid.

CONFIDENTIALITY OF STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for Roxboro Community School to maintain extensive and sometimes personal information on them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, and be accessible to the student's parents or legal guardian or the student in accordance with law, yet be guarded as **CONFIDENTIAL** information.

Roxboro Community School recognizes the legal requirement to maintain the confidentiality of student education records and personally identifiable information contained in the education records of students. The procedures for the confidentiality of student records shall be consistent with Federal and state statutes and regulations, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations. Failure by any staff member to comply with these statutes, procedures, regulations or any part of this policy and its school regulation will subject that employee to disciplinary action, as permitted by law.

The Managing Executive Director and Principal shall be responsible for ensuring that all requirements under federal and state statutes and regulations, as well as Roxboro Community school policy, and regulations pertaining to the confidentiality of student education records are carried out by the school and its employees.

Student education records subject to confidentiality and protection from disclosure include those records, files, documents, and other materials that contain information directly related to a student and are maintained by the school or by a person acting for the school.

Personally identifiable information includes but is not limited to the student's name, the name of the student's parents or other family members, the address of the student and/or his or her family, personal identifiers such as social security numbers or student numbers, personal characteristics which make the student's identity traceable, and any other information that would make the student's identity easily traceable.

Student education records and personally identifiable information contained in a student's education records may not be released or disclosed without the prior written consent of the parent/guardian of a student under 18 years of age or a student over 18 years of age (eligible student), except as otherwise authorized by law. In accordance with law, prior written consent from a parent/guardian or eligible student is not required for the school to disclose information contained in a student's education records if access to, and disclosure of, such information is made available under the following circumstances:

1. To individuals employed by the school either as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel, school board members when acting as a corporate entity in the discharge of statutory duties and responsibilities; and individuals with whom the school has contracted to perform a special task (i.e. the school attorney, auditor, medical consultant, or therapist). However, access by, and disclosure to, any such individual without prior written consent by a parent/guardian or eligible student is limited strictly to instances where a legitimate educational interest justifies said access and disclosure. **Student information should not be sent via email—Sunshine Law.** The Principal of the school shall determine whether any such individual has a legitimate educational interest to access a student's education record. A legitimate educational interest will be deemed to exist only when it can be shown that access and disclosure without prior written consent by a physician/guardian or eligible student is necessary for any such individual to fulfill his/her professional responsibilities;
2. To another school in which a student seeks to enroll or intends to enroll, upon request by such district and in accordance with law;
3. As otherwise expressly permitted by law.

REPORTING CHILD ABUSE AND NEGLECT

In accordance with G. S. 115C-400, "Any person who has cause to suspect child abuse or neglect has a duty to report the case of the child to the Director of Social Services of the county, as provided in G.S. 7A-543 to 7A-552." The employee also will report the case immediately to the Principal. Any doubt about reporting a suspected situation will be resolved in favor of reporting and the report will be made immediately. A school employee is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. Failure on the part of any school employee to report may result in disciplinary action being brought against the employee by the district or civil action under the law.

North Carolina General Statute §7B-301 requires all school system personnel who suspect child abuse to report it. In general, the procedures are as follows:

- An employee who knows or suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect must make an immediate report to the Principal or designee. The employee should not seek permission from an immediate supervisor, but go directly to the Principal or designee.
- When a Principal or designee receives a report of suspected child abuse or neglect, the Principal or designee is required to immediately call Child Protective Services. The Principal or designee should place the call and then allow the intake worker to speak with the person who initiated the report.
- After the telephone report is made to Child Protective Services, the Principal or designee must

document the incident. This report will include the names of persons spoken to at Child Protective Services and the disposition of the call.

- Once the suspected abuse or neglect is reported, school employees should refrain from further investigation. The child should not be questioned further by any school employee. Continued investigation is only appropriate when the suspected abuser is a school employee.
- If the suspected abuser is an employee, other than a building Principal, the Principal will pursue a prompt investigation and notify the following parties: The parents of the child; the Department of Human Services (DHS), which will refer the matter to the proper law enforcement agency for Investigation, and the Managing Executive Director of Roxboro Community School.

ANNUAL NOTIFICATION

At the beginning of each school year, the school shall make available to each student's parent or guardian a listing of the rights under FERPA on the School's Web page. The notice must include a statement that the parent/guardian or eligible student has a right to:

1. Inspect and review the student's education records;
2. A specification of the intent of the school to *limit* the disclosure of student education records or personally identifiable information contained in a student's education record except:
 - a. by prior written consent of the student's parent(s)/guardian(s) or the eligible student;
 - b. as directory information, provided the Act has also given notice to the types of personally identifiable information it has designated as directory information and the School has given the parent(s)/guardian(s) or eligible students an opportunity to refuse to let the school designate any or all of those types of information about the student as directory information;
 - c. to another school district in which a student seeks or intends to enroll, upon request by such school district and in accordance with law;
 - d. to individuals employed by the school either as an administrator, advisor, instructor, or supporting staff member including health or medical staff and law enforcement unit personnel, school board members when acting as a corporate entity in the discharge of statutory duties and responsibilities, and individuals with whom the school has contracted to perform a special task (i.e. the school attorney, auditor, medical consultant or therapist) who have a legitimate educational need for access to such records as set forth in the school policy in accordance with law;
 - e. as otherwise expressly permitted by law.
3. Challenge the contents of the student's education records and ask for their amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; notice of any decision by the school not to amend a student's education records as requested by the parent(s)/guardian(s) or eligible student and of the right of the parent(s)/guardian(s) or eligible student to a hearing regarding the denial of such a request for amendment.

4. File a complaint with the U.S. Department of Education alleging failure of the school to comply with FERPA and its regulations; and
5. Obtain copies of this policy from the School's Web site.

When student records are inspected by parent(s)/guardian(s) or eligible students, appropriate school personnel must be present where necessary to prevent any misinterpretation or misunderstanding of records. Employees may inspect the records of their children under the supervision of an appropriate member of the professional staff; however, such staff members should not be under the direct evaluation of the parent employee who is viewing his/her child's records.

Under no circumstances may student records be removed from school premises.

The school shall arrange to provide translation of this notice to non-English speaking parent(s)/guardian(s) and eligible students in their native language.

SCHOOL SEARCHES

In an effort to safeguard the property and lives of our students, staff, and administration and to help prevent the possession, sale, and use of illegal drugs on the school premises, and support the searches may occur. Pursuant to North Carolina law, any person entering the school grounds will be deemed to have conceded to a reasonable search of his/her person and effects; therefore, school administrators and officials may conduct reasonable searches on the school property of lockers, desks, vehicles and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

In addition, the school reserves the right to search any employee's office, car, desk, files, locker, computer or any other area or article on the school's premises. In this connection it should be noted that all offices, desks, files, lockers and so forth are the property of the school and are issued for the use of the employees only during their employment with the school. Inspections may be conducted at any time at the discretion of the school.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises.

Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who, after the inspection, are believed to be in possession of stolen property or prohibited items, will be escorted to the main office and will be subject to disciplinary action up to and including discharge if, on investigation, they are found to be in violation of the school security procedures or any other school rules and regulations.

ELECTRONIC AND TELEPHONIC COMMUNICATIONS

All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in these systems are the property of the school and as such are to be used solely for job-related purposes. The use of any software and business equipment, including, but not limited to, facsimiles, computers, and copy machines for private purposes is strictly prohibited.

Further, employees are not permitted to use a code, access a file or retrieve any stored communication unless they are an authorized school representative as designated by the Board to do so, or unless they

have received permission from an authorized school representative. All pass codes are the property of the school.

Moreover, improper use of the email system (e.g. harassment or spreading offensive jokes or remarks) will not be tolerated. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

To ensure that the use of electronic and telephonic communications systems and business equipment is consistent with the School's legitimate interests, authorized representatives of the school may monitor the use of such equipment from time to time. This may include listening to stored voice-mail messages and viewing incoming and outgoing e-mail messages.

VIDEO POLICY

Films shown in class must directly support learning for the specific course. In order to show a film, or part of a film, certain criteria must be met, including: Films must directly support core content relevant to current class and be rated "G" unless approved by Managing Executive Director or Principal.

Teachers must be completely aware of the content of all films, videotapes, movies, DVDs and other media used in the classroom prior to showing to students.

COMPUTER POLICY

Technology Acceptable Use Policy

Roxboro Community School provides Internet access to students and teachers. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. RCS believes the Internet offers vast, diverse, and unique resources to both students and teachers.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and staff will have access to:

1. Electronic mail (email) communications;
2. Information and news as well as a variety of research institutions;
3. Public domain software and shareware of all types.

With access to computers and people worldwide comes the availability of material that may not have educational value in the context of the school setting. On a global network, however, it is impossible to control all materials and limit all access to information that has no educational value. Roxboro Community School firmly believes that the valuable resources and interaction available on this network far outweigh the possibility that some users may procure material that is inconsistent with the educational goals of the School.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided as a part of this document so that users are aware of their responsibilities when accessing the Internet. Any violations of these guidelines will subject the user to appropriate disciplinary action up to and including termination.

Internet – Terms and Conditions of Use

1. **Define a Purpose for Internet Use.** All use of the Internet during school hours must be in support of education and research and consistent with the educational objective of the school. Users must have a well-defined, documented reason for accessing the Internet. No “surfing” is allowed. “Surfing” is the term describing unstructured searches or exploring with no specific, pre-determined goal or purpose.
2. **Maintain Network Etiquette (sometimes called “Netiquette”).** Use or transmission of offensive or vulgar language or of threatening or abusive language is prohibited. Messages relating to or in support of illegal activities may be reported to the authorities. Disrupting network communications is prohibited. All information accessible via the network should be assumed to be private property of the person or organization presenting the material and may be subject to copyright, trademark or other legal protections.
3. **Privileges.** The use of the Internet is a privilege, not a right, and inappropriate use may result in the suspension or revocation of the privilege. Any misuse of the Internet may result in disciplinary action.
4. **Security.** Security on any computer system is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
5. **Denying Access.** Children are not to be granted access to the Internet without proper parental or guardian permission. If a parent or guardian is uncomfortable with the option of his or her child(ren) accessing the Internet, the student(s) may be assigned to a different activity when classmates are using the Internet. Teachers must provide alternative assignments to students in this circumstance.
6. **Disclaimer.** Roxboro Community School makes no warranties of any kind, whether expressed or implied, of the quality of dependability of the Internet service it is providing or the information obtained from the Internet. Roxboro Community School will not be responsible for any damages suffered while using the Internet. This includes but may not be limited to loss of data, delays or delivery failures or service interruptions caused by technical problems or by human error. Employees assume all responsibility and risk associated with the use of any general, copyrighted, prohibited or other information obtained via the Internet.
7. **Usernames, Account ID, Account Numbers and Passwords.** Usernames, account numbers, account ID and passwords issued to staff members must remain confidential. Any staff member violating this policy may be subject to disciplinary action.
8. **Independent Navigation on the Internet by Faculty and Staff.** Employees are encouraged to explore World Wide Web resources that are specifically related to the performance of their job. Downloading, uploading, saving and/or printing files and images containing content that is inappropriate for a 6-12 environment and/or a professional business setting is prohibited. Employees are expected to employ professional judgment in the determination of inappropriate content and poor judgment in this respect represents a basis for disciplinary action.
9. **Student Use of Computers and the Internet.** Student use of the Internet requires teacher consent and the student signature and parental permission granted via the Student Technology Use

Agreement Form. Student Internet use is permitted for school related activities only. Teachers, administrators and staff will always strive to maintain appropriate levels of supervision of Internet use by students. Students are not permitted to search for, download, or print any objectionable, vulgar or offensive material. Unsupervised participation in group discussion chats or new groups is not permitted. Authorized representatives of the School may monitor the use of the school's equipment and network from time to time. This may include viewing incoming and outgoing email messages. The Student Technology Use Agreement Form will be maintained by the school and should be verified prior to assigning independent research on the Internet.

10. **Harassment-free Workplace.** Roxboro Community School strives to maintain a workplace that is free of harassment and that is sensitive to the diversity of its employees. Therefore, Roxboro Community School prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or disrespectful of others.
11. **Risk of Prosecution.** Illegally downloading music, movies, software, and pornography using the school network may result in criminal prosecution. Hacking into the School network may also result in criminal prosecution.

Employee Guidelines for Installation of Personal Software

1. **Installing Personal Software.** Teachers may install legally obtained and licensed software on their classroom computer(s) provided original disks and documentation are kept at RCS. Shareware and Freeware can be used in the classroom. Any and all software must be age appropriate for the students served in that classroom.
2. **Virus Protection.** Roxboro Community School is not responsible for any damage to employee-owned machines or programs resulting from the exchange or importation of infected programs or files.
3. **Computer Games.** Playing computer games during the workday is prohibited, unless they serve an expressed educational need and have been approved by administration. Installation of computer games with an Entertainment Software Ratings Board ("ESRB") Game Rating of Mature 17+ ("M") or Adult Only ("A") is prohibited.

SOCIAL MEDIA POLICY

Teachers and staff are not to use a social media Web site with any student at any time on school-issued computers or any other computer.

ATTENDANCE AND PUNCTUALITY

Being at work, on time, every day is crucial to the efficient performance of employee duties. To succeed as a team and to set the proper examples for students and co-workers, employees must be present for work as scheduled.

The school realizes that sometimes circumstances do arise which make being absent or late for work unavoidable. However, these circumstances must be kept to a minimum and the employee's supervisor should be informed of an unavoidable absence or lateness as soon as possible.

Poor attendance, unreported absences or lateness and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

NOTIFICATION OF ABSENCE

A teacher absent from work due to personal illness will contact **Laura Graham** at (336) 675-6584. You may text at any time prior to 6:30 a.m. It is not always possible to secure a substitute unless notification is prompt. Teachers who know that they will be absent for any reason must complete a Leave Request form at least two weeks prior to the scheduled date, if possible. These forms must be turned in to your **Principal for approval**.

Teachers need to be certain that lesson plans and class rolls are available and can be easily located. The absence of these items can create problems for the substitute teacher.

A minimum of one day's lesson plan MUST be accessible to administration at all times.

Teachers who will be absent more than one day due to sudden illness or other unplanned absences **MUST** email or call in any additional necessary lesson plans to the grade/department chair and to the Principal for distribution to the substitute teacher. A separate substitute file discussing any special information (or students with special health needs) should be available in the school administrative office. All arrangements to secure a substitute will be made through the Principal's office.

At no time should a teacher make his/her own arrangements for a substitute without prior approval by the Principal. Full-time teachers may be called on at any time to substitute for an absent teacher.

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image Roxboro Community School presents to its students, parents, clients and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress in **BUSINESS PROFESSIONAL ATTIRE**. Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire, and may face additional disciplinary action. Under such circumstances, employees will not be compensated for the time away from work.

Gentlemen: Professional dress includes suits, dress shirts with or without ties, approved RCS polo shirts, dress slacks, and appropriate dress shoes. Denim jeans, cargo pants, shorts, sweat suits, spandex/lycra clothing and t-shirts are strictly prohibited. Physical Education teachers and coaches may be attired in appropriately fitting shorts, t-shirts and sneakers during physical activity classes and sports practices only.

Ladies: Professional dress includes dresses, women's business suits, and other non-casual clothing. **Skirts, and dresses must be within two inches of the knee.** Jeans, sweat suits, spandex/lycra clothing, and clothing that in any way is tight or revealing are strictly prohibited. Shirts with plunging necklines, displays of cleavage or midriff, and shirts with open backs that show undergarments are prohibited. Appropriate dress shoes or sandals must be worn.

USE OF EQUIPMENT

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using school property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

The Principal should be notified if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in disciplinary action, up to and including restitution and/or termination of employment.

USE OF PHONE AND MAIL SYSTEMS

Personal use of school telephones for outgoing calls, including local calls, will be limited to emergency calls and official school business only during regular business hours. Employees will be required to reimburse the school for any charges resulting from personal use of the telephone. Employees are required to inform the Business Manager of the date, time and phone number of long distance personal calls and faxes made on school equipment. Personal cellular phone use should not take place during instructional time.

To ensure effective telephone communications, employees must always speak in a courteous and professional manner while conducting school business.

The mail system should be reserved for business purposes. The use of Roxboro Community School paid postage for personal correspondence is not permitted. Employees may purchase individual stamps for outgoing mail when absolutely necessary.

WORKPLACE MONITORING

Workplace monitoring may be conducted by Roxboro Community School to ensure quality control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of Roxboro Community School. As such, computer usage and files may be monitored or accessed.

The school may conduct video surveillance of non-private workplace areas. Video monitoring may be used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Roxboro Community School is sensitive to the privacy rights of employees, and every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

SMOKING AND TOBACCO USE

In keeping with Roxboro Community School's intent to provide a safe and healthful work environment, smoking and/or tobacco use of any kind is prohibited anywhere on school grounds, both indoors and outdoors. Employees found using any tobacco substances on campus, or carrying tobacco products with them on campus, will be given a warning for the first incident, and formal written reprimand for a second incident, and may face dismissal for a third incident.

This policy applies equally to all employees, customers, and visitors.

ENVIRONMENTAL AND ENERGY AWARENESS

Roxboro Community School supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures.

Roxboro Community School encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as networking or communicating via email, two-sided photocopying, reusing packaging material, turning off lights, air-conditioners, and televisions when not in use, and reusing folders and binders.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt School operations. In extreme cases, these circumstances may require the closing of a work facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be made up. Employees in essential operations may be asked to work on a day when operations are officially closed.

TEACHERS / STAFF MEETINGS AND WORKDAYS

Teachers and professional staff will attend all meetings called by the Managing Executive Director, the Principals, or their designees. Should the Managing Executive Director, Principals, or designees call any meetings on regular school days or workdays, **it is mandatory for all teachers and professional staff to report to the meetings and remain in attendance until dismissed.**

In addition, teachers **MUST** be on time to all scheduled meetings. Teachers and professional staff who must miss all or part of scheduled workdays or meetings **MUST** request time off using the Leave Request form. Time requested **WILL** be deducted from the allotment of Personal/Sick Day leave for full -time staff. Absences due to extenuating circumstances must be approved by the Principal prior to the meeting.

Children and other family members should not attend professional staff meetings. Children of staff members must be supervised at all times while on campus before school, after school or on workdays.

Monthly Faculty Meetings Schedule:

1 st Thursday of Each Month	General High School / Middle School Faculty Meeting
2 nd Thursday of Each Month	Vertical Departmental Team Meeting
3 rd Thursday of Each Month	School Improvement Team

4 th Thursday of Each Month	Grade Level Meetings
5 th Thursday of Each Month	Optional

Required Workdays: All staff must be in attendance at all required workdays. Absences on a required workday due to family emergencies and/or extenuating circumstances must be approved by the MED. If not approved, you must take a day without pay.

SCHEDULING ACTIVITIES INVOLVING THE LOSS OF SCHOOL TIME

Attending class is the most important activity a student or teacher can participate in at Roxboro Community School and conflicts should be kept to a minimum. However, when a planned activity will conflict with class time, a teacher must request permission and receive approval from the Principal before scheduling any field trip, athletic event, or other activity where there is loss of school time for students and/or teachers.

No teacher, sponsor, or coach is to schedule activities that interfere with class time without first receiving permission from their Principal. Once permission is granted, the names of students who will be missing class time are to be provided within one school day of approval via email to teachers with a reminder sent out the day before departure for the activity. An explanation stating the purpose and the duration of the absence must be included.

A complete transportation plan for using parent volunteer transportation must be submitted to the Principal for approval at least two weeks in advance of the activity date.
No transportation plans are to be carried out without the consent of the Principal.

BUSINESS TRAVEL GUIDELINES

It is the policy of Roxboro Community School to reimburse employees for reasonable expenses incurred while on official business for the School. Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, constitutes grounds for disciplinary action, up to and including termination of employment.

Air Travel: Air travel requires approval from the Managing Executive Director and Principal. Every attempt should be made to make travel arrangements at least one month in advance to take advantage of reduced airfares. Reservations for employee air travel must be made by the Principal, with the most cost effective airline without regard to “sky miles” incentives or memberships the employee may have. The School will only pay for coach fare.

Hotel Expenses: Employees should stay in safe hotels that offer state employee discounts. Any hotel expense must be approved in advance by the Principals. Movies, laundry, dry cleaning, personal items, room service and bar charges are the responsibility of the employee and will not be reimbursed. Other reimbursable expenses should be paid for by the employee and must be submitted with receipts on an expense report for reimbursement.

Meals: Meal expenses are based on adopted state rates, including tips. Alcoholic beverages **are not** reimbursable for any reason. As a condition of reimbursement, the employee must submit printed original receipts with the items purchased, the date and the name and address of the restaurant. If the employee pays for additional persons, the back of the receipt must list the individuals’ names and the purpose of the function. Tab receipts are not reimbursable. Tips exceeding 20 percent of the bill will not be reimbursed.

Automobile Travel: Automobile miles should be planned and managed to maximize efficiency and minimize expense. Mileage is reimbursed by RCS at the state adopted rate for staff development and other approved professional meetings. When travel is completed, employees must submit completed expense reports within two business days. Requests for reimbursements after two business days may be denied. Receipts for all individual expenses should accompany expense reports. The employee should always maintain a copy of the expense report in his/her files. Employees must include a copy of mileage and estimated cost from Map Quest with reimbursement requests.

Car rentals must be pre-approved by the Managing Executive Director and Principal. Employees should contact their Principal for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Accidents While Traveling: Employees who are involved in an accident while traveling on School business must promptly report the incident to their Principal.

VISITORS IN THE WORKPLACE

To provide for the safety and security of students, employees and the facilities at Roxboro Community School, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects students and faculty, guards against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting employees outside of lunch breaks without prior Principal approval. Upon entering a Roxboro Community School facility, all visitors should report to the reception desk. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Roxboro Community School's premises, employees should immediately notify their Principal or, if necessary, escort the individual to the reception desk. In the event that an unauthorized individual presents a threat to the safety of any individual, employees should contact their Principal.

SAFETY

Roxboro Community School provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their Principal. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Principal. Such reports are necessary to comply with laws and initiate insurance and Workers' Compensation benefits procedures.

PARENT DONATIONS

Roxboro Community School welcomes charitable donations to the school, including gifts to the school that benefit individual classrooms. Roxboro Community School employees may not accept personal gifts or other types of personal gratuities from competitors, clients, or suppliers without consent of the Managing Executive Director and Principal. Classroom equipment purchased with PTSO or other school funds is the property of RCS and not the property of the individual teacher/staff member.

Parents who wish to make charitable donations to benefit an individual classroom should be referred to the Managing Executive Director and Principal to ensure the IRS charitable donation regulations are met. Roxboro Community School employees may not accept personal gifts or other types of personal gratuities from any currently enrolled student or any parent or guardian of a currently enrolled student without consent of the Managing Executive Director and Principal except for parental gifts of less than \$25 value (with a \$50 annual limit that can be waived only with the written consent of the Managing Executive Director and Principal).

Employees may not use their position to obtain favorable pricing on personal purchases.

PERSONNEL FILES

Every employee has a personnel record on file. The employee personnel file is a record of employment with the school and it is important that it be kept up to date. Promptly notify (in writing, email, or fax) the Principal of any changes in the following:

- Name
- Telephone number
- Children's names
- Beneficiary
- Changes in family status
- Address
- Emergency contact information
- Number of dependents
- Educational accomplishments

Personnel files are the property of Roxboro Community School; access to the information they contain is restricted. Only supervisors or management personnel of the school who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact their Principal. With reasonable advance notice, employees may review their own personnel files in the school's offices and in the presence of an individual appointed by Roxboro Community School to maintain the files.

RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all school property immediately upon request or upon termination of employment.

Where permitted by applicable laws, Roxboro Community School may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Roxboro Community School may also take all action deemed appropriate to recover or protect its property.

BENEFITS CONTINUATION (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the school's health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Roxboro Community School's group rates plus an administration fee. The school provides each eligible employee a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Roxboro Community School's health insurance plan. The notice contains important information about the employee's rights and obligations.

SECURITY INSPECTIONS

Roxboro Community School strives to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. As such, the school prohibits the possession, transfer, sale, or use of such materials on its premises. Roxboro Community School requires the cooperation of all employees in administering this policy.

Desks and other storage devices may be provided for the convenience and use of employees, but remain the sole property of Roxboro Community School.

Accordingly, the principal and MED of Roxboro Community School can inspect desks and other storage, as well as any articles found within them, at any time, either with or without prior notice and with or without reasonable cause and/or suspicion.

Roxboro Community School reserves the right to at any time and for any reason inspect the contents of any part of the memory of a school-owned computer and cellular telephone in addition to the contents of any part of the memory of a school-owned memory device such as, but not limited to, hard drives, floppy disks, ZIP/JAZ disks and USB memory sticks.

Roxboro Community School likewise strictly discourages theft or unauthorized possession of the property of employees, Roxboro Community School, visitors, and customers.

To facilitate enforcement of this policy, Roxboro Community School's Principals and or MED may inspect not only desks, but also persons entering and/or leaving the premises and any packages or other belongings.

Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Roxboro Community School's property.

SOLICITATION AND DISTRIBUTION

In an effort to assure a productive and harmonious work environment, persons not employed by Roxboro Community School may not solicit or distribute literature on campus at any time for any purpose. Any exception to this must be approved by the Managing Executive Director and Principal and must take place outside of the school day.

Employees may not solicit or distribute literature concerning these activities on campus. Examples of prohibited forms of solicitation include the collection of money, goods, or gifts for the following:

- Community groups
- Religious groups
- Political groups
- Charitable groups
- The sales of goods, services, or subscriptions outside the scope of official organization business
- The circulation of petitions
- The distribution of literature not approved by the School
- The solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on School bulletin boards is restricted. Bulletin boards display important information and employees should consult them frequently for:

- Employee announcements
- Job openings
- Payday notice
- State disability insurance / unemployment insurance information
- Worker's Compensation Insurance information
- Organizational announcements
- Licensure and professional development updates

Section 4 – Your Benefits:

HEALTH INSURANCE

All eligible employees may participate in Roxboro Community School's group medical plan, currently the State Health Plan of North Carolina. The group plan provides a comprehensive medical insurance program for employees and their eligible dependents covering doctor visits, lab work, hospitalization, surgical and major medical expenses. This plan protects employees from the high costs associated with catastrophic illness.

Eligibility

Eligible employees are able to participate in the plan. The school contributes a portion of the health insurance and the employee pays a portion which is established by the NC State Health Plan. The amount required by the employee will be made known during Open Enrollment in October.

An employee may enroll in the medical plan when he/she is first eligible (as stated above) or may enroll during "open enrollment," which occurs on an annual basis. In some instances, i.e. if a spouse loses medical coverage, the employee may be able to enroll in the Roxboro Community School plan at a time other than "open enrollment."

To qualify under these conditions, enrollment must be requested within 30 days of the event. For further information, consult the policy declarations and terms contained in distributed employee insurance literature.

Supplemental Insurance

Roxboro Community School offers employees the opportunity to purchase supplemental insurance during the annual enrollment period.

Workers Compensation Insurance

Roxboro Community School provides Workers' Compensation Insurance at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment.

Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses **MUST** inform their Principal immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the school nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Roxboro Community School.

TYPES OF DUTIES AND LEAVES

Jury Duty

Roxboro Community School encourages employees to fulfill their civic responsibilities by serving jury duty when summoned. Employees in an eligible classification may request up to one week of jury duty leave over any one-year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of the absence. Only regular full-time employees qualify for paid jury duty.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off or may request an unpaid jury duty leave of absence. Employees must show the jury duty summons to their Principal immediately when it is received so that arrangements may be made to accommodate their absence, with teachers being responsible for completing a notice of absence form.

Of course, employees are expected to report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury duty if, in Roxboro Community School's judgment, the employee's absence would create serious operational difficulties.

The School will continue to provide health insurance benefits for the full term of the jury duty absence. Benefit accruals, such as vacation, sick/personal time off, and holiday benefits, will continue to accrue during jury duty leave.

Witness Duty

Roxboro Community School supports employees who must appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by Roxboro Community School, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of three days of paid time off to appear in court as a witness at the request of a party other than Roxboro Community School. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid. The subpoena should be shown to the Principal immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to complete a notice of absence form and to report for work whenever the court schedule permits.

Bereavement Leave

Employees who need to take time off due to the death of an immediate family member should notify the Principal immediately. Up to three days of paid bereavement leave will be provided to regular full-time and part-time employees. No paid bereavement leave is available to other employee classifications. This will not be deducted from personal/sick day time. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will be granted unless there are unusual business needs or staffing requirements. Employees may, with their Principal's approval, use any available paid leave for additional time off as necessary.

Roxboro Community School defines “immediate family” as the employee’s spouse, parent, child, stepchild, sibling, mother/father-in-law, brother/sister-in-law, daughter/son-in-law, grandparents or grandchildren.

Family and Medical Leave

The Family and Medical Leave Act (FMLA), an act of the Federal government, allows eligible employees to take unpaid leave for up to 12 weeks during each 12-month FMLA leave year. Roxboro Community School allows employees to use available paid leave before taking leave without pay. Roxboro Community School will maintain any employer-paid health benefits while the employee is on FMLA leave.

Roxboro Community School adheres to all provisions of the Family Medical Leave Act and to any state acts regarding family and medical leave. Roxboro Community School will define all eligibilities, definitions, and other conditions of family and/or medical leave as those promulgated by the FMLA and/or any applicable state act(s).

Eligible employees should make requests for family and medical leave to the Principal at least 30 days in advance of foreseeable events and as soon as possible for unforeseen events.

Employees requesting family and medical leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider’s statement verifying the need for a family and medical leave to provide care, its beginning and ending dates, and the estimated time required in the leave.

Subject to the terms and conditions and limitations of the applicable plans, health insurance benefits will be provided by Roxboro Community School for the full period of the family and medical leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work.

Benefit accruals, such as vacation, sick/personal leave, and holiday benefits will be suspended during the **unpaid** leave and will resume upon return to active employment.

So that an employee’s return to work can be properly scheduled, an employee on family leave is requested to provide Roxboro Community School with at least two weeks’ advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to report to work promptly at the end of the approved leave period, Roxboro Community School will assume that the employee has resigned.

For information about FMLA, please refer to the Web site, <https://www.dol.gov/whd/fmla/>.

Overview

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;

- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Key News

On February 23, 2015, the U.S. Department of Labor's Wage and Hour Division announced a Final Rule to revise the definition of spouse under the Family and Medical Leave Act of 1993 (FMLA) in light of the United States Supreme Court's decision in *United States v. Windsor*, which found section 3 of the Defense of Marriage Act (DOMA) to be unconstitutional. The Final Rule amends the definition of spouse so that eligible employees in legal same-sex marriages will be able to take FMLA leave to care for their spouse or family member, regardless of where they live. More information is available at the Wage and Hour Division's [FMLA Final Rule Website](#).

Parental Involvement Leave

Any employee who is a parent, guardian or person in loco parentis may take **up to one-half day** per fiscal year to attend or otherwise be involved at his or her child's school. "School" is defined as any:

- (a) Public school,
- (b) Private church school, church of religious charter, or nonpublic school that regularly provides a course of instruction,
- (c) Preschool, or
- (d) Child day care facility.

There is no requirement that the employer pay an employee while taking this leave. However, the local school district may allow the employee to use eligible accrued leave in lieu of non-paid parental involvement leave. Consistent with 16 N.C.A.C. 6C.0405 and any rules adopted by the local board of education, a superintendent may grant a public school employee a leave of absence without pay in his discretion.

Conditions for Leave

Leave granted for this purpose is subject to the following conditions:

- (a) The leave shall be at a mutually agreed upon time between employer and employee,
- (b) The employer may require an employee to provide a written request at least 48 hours before the time desired for the leave, and
- (c) The employer may require that the employee furnish written verification from the child's school that the employee attended or was otherwise involved at the school during the time of leave.

Sabbaticals and Leaves of Absence

Roxboro Community School *may* provide, at its own discretion, a sabbatical or leave of absence *without pay* to eligible employees who wish to take time off from work duties to fulfill personal obligations. Only regular, full -time employees who have worked for the School for a minimum of two consecutive years are eligible to request personal leave as described in this policy.

As soon as eligible employees become aware of the need for a sabbatical or leave of absence, they should request leave from the Managing Executive Director and their Principal. A sabbatical or leave of absence may be granted for a period of up to 12 weeks for every 12 months worked. With approval, an employee may take any available sick or vacation time as part of the approved sabbatical or leave of absence.

Requests for a sabbatical or leave of absence will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. When a sabbatical or leave of absence ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. **However, Roxboro Community School does not guarantee reinstatement.** If an employee fails to report to work promptly at the expiration of the approved leave period, the School will assume the employee has resigned.

Personal and Sick Leave

All full-time personnel will be granted ten days of sick leave and two days of personal leave during the school year without loss of salary. Request forms should be submitted to the Principal at least one week in advance of the requested leave for personal leave and immediately upon return to work for sick leave. Staff members should notify the Principal in advance of any scheduled medical appointments.

Necessary additional leave may be granted to an employee for absences due to other reasons, which are discussed with and approved by the Managing Executive Director or Principal. Staff members who exceed their allotted personal and sick days may have their salary reduced by an amount equivalent to cover a substitute for the additional day(s).

Longevity Pay

Beginning with the 2010-2011 school year the Board established a longevity supplement to be paid as follows: At the employee's tenth anniversary date as a RCS employee, he/she will receive a one- time \$1,000 longevity supplement.

At each five-year additional anniversary date, additional supplements will be paid in increments of \$500. Thus, at the 15th year anniversary, a \$1,500 supplement is paid; at the 20th, a \$2,000 supplement, etc. Please note that all supplements are subject to payroll deductions.

Military Leave

Roxboro Community School complies with the Uniformed Services Employment and Re- Employment Rights Act of 1994 (USERRA). Roxboro Community School will define all eligibilities, definitions and other conditions of military leave, employment and reemployment as those promulgated by the USERRA.

TRADING TIME

“Trading Time” may be earned by RCS staff when they are required by administration to attend and assist at a school function **that is outside of the normal duties of their job** (ie. Open House nights, Lottery night, Information nights, Transition Camp, Bulldog Day, Personality Festival, etc.).

Hours earned through duties eligible for “Trading Time” may be used on optional teacher workdays, or on regular school days, if teachers need to leave early for appointments. Teachers may use up to a maximum of two days of “Trading Time” in lieu of sick days or annual leave days.

The time earned with “Trading Time” must be used in the same school year in which it is earned and cannot be rolled over to the following school year. “Trading Time” does not earn a cash value and no money will be paid out to the school employee for any unused “Trading Time” at the end of each school year.

New Benefits

From time to time, RCS may change or add new benefits to its employee package. RCS strives to provide information about new programs to employees as they become available. Employee feedback is always appreciated.

PERMISSIBLE USE OF SECLUSION AND RESTRAINT (General Statute 115C-391.1)

It is the policy of the State of North Carolina to:

- (a) Promote safety and prevent harm to all students, staff, and visitors in the public schools.
- (b) Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.
- (c) Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.
- (d) Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
- (e) Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

The following definitions apply to this section:

- **“Assistive technology device”** means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability.
- **“Aversive procedure”** means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:
 - a. Significant physical harm, such as tissue damage, physical illness, or death.
 - b. Serious, foreseeable long-term psychological impairment.
 - c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities.

- **"Behavioral intervention"** means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.
- **"IEP"** means a student's Individualized Education Plan.
- **"Isolation"** means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.
- **"Law enforcement officer"** means a sworn law enforcement officer with the power to arrest.
- **"Mechanical restraint"** means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.
- **"Physical restraint"** means the use of physical force to restrict the free movement of all or a portion of a student's body.
- **"School personnel"** means:
 - a. Employees of a local board of education.
 - b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students.
 - c. Any person working on school grounds or at a school function for another agency providing educational or related services to student
- **"Seclusion"** means the confinement of a student alone in an enclosed space from which the student is:
 - (a) Physically prevented from leaving by locking hardware or other means.
 - (b) Not capable of leaving due to physical or intellectual incapacity.
- **"Time-out"** means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

PHYSICAL RESTRAINT:

Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances:

- (a) As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
- (b) As reasonably needed to maintain order or prevent or break up a fight.
- (c) As reasonably needed for self-defense.
- (d) As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior.
- (e) As reasonably needed to escort a student safely from one area to another.
- (f) If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan.
- (g) As reasonably needed to prevent imminent destruction to school or another person's property.

Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited.

Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.

MECHANICAL RESTRAINT:

Mechanical restraint of students by school personnel is permissible only in the following circumstances:

- (a) When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider.
- (b) When using seat belts or other safety restraints to secure students during transportation.
- (c) As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
- (d) As reasonably needed for self-defense.
- (e) As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present.

Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited.

Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.

SECLUSION:

Seclusion of students by school personnel may be used in the following circumstances:

- (a) As reasonably needed to respond to a person in control of a weapon or other dangerous object.
- (b) As reasonably needed to maintain order or prevent or break up a fight.
- (c) As reasonably needed for self-defense.
- (d) As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property.
- (e) When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and
 1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.
 2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan.
 3. The space in which the student is confined has been approved for such use by the local education agency.
 4. The space is appropriately lighted.
 5. The space is appropriately ventilated and heated or cooled.
 6. The space is free of objects that unreasonably expose the student or others to harm.

Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted.

Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.

Isolation. - Isolation is permitted as a behavior management technique provided that:

- (a) The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
- (b) The duration of the isolation is reasonable in light of the purpose of the isolation.
- (c) The student is reasonably monitored while in isolation.
- (d) The isolation space is free of objects that unreasonably expose the student or others to harm.

Time-Out. - Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section.

Aversive Procedures. - The use of aversive procedures as defined in this section is prohibited in public schools.

Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390.3 or modifies the rules and procedures governing discipline under G.S. 115C-390.1 through G.S. 115C-390.12.

Notice of specified incidents:

- (a) School personnel shall promptly notify the principal or principal's designee of:
 - 1. Any use of aversive procedures.
 - 2. Any prohibited use of mechanical restraint.
 - 3. Any use of physical restraint resulting in observable physical injury to a student.
 - 4. Any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan.
- (b) When a principal or principal's designee has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident.
- (c) As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of following workday.
- (d) The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include:
 - (1) The date, time of day, location, duration, and description of the incident and interventions.
 - (2) The events or events that led up to the incident.
 - (3) The nature and extent of any injury to the student.
 - (4) The name of a school employee the parent or guardian can contact regarding the incident.

No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of teacher education or their agents or employees or to create a criminal offense. (2005-205, s. 2; 2006-264, s. 58; 2011-282, s. 3.)

**THIS EMPLOYEE HANDBOOK IS NOT A CONTRACT FOR EMPLOYMENT
EMPLOYEE ACKNOWLEDGEMENT OF UNDERSTANDING**

I hereby acknowledge, by my signature below, that this employee handbook describes important information about Roxboro Community School, and I understand that I should consult with the Managing Executive Director and/or Principal regarding any questions not answered in the handbook.

I have entered into my employment relationship with Roxboro Community School voluntarily and acknowledge there is no specified length of employment.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Only the Managing Executive Director and the Board of Directors have the ability to adopt any revisions to the policies set forth in this handbook. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

I have received the handbook and understand it is my responsibility to read and comply with the policies contained herein and any revisions that may follow.

Employee Name: (Please Print) _____

Employee Signature: _____

Date: _____

Witness Name: (Please Print) _____

Witness Signature: _____

Date: _____

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

- **I received, I read, and I understand this handbook.**
- **I understand that this handbook supersedes all other handbooks.**
- **I understand that this handbook can be modified, in whole or in part at any time.**
- **I have received, read or had read to me, and understand the disclaimer that provides that I am an employee at will.**
- **I consent to drug testing.**
- **I consent to electronic and other work place monitoring.**
- **I consent to security inspection.**
- **I understand that I have no privacy rights in any of my electronic communications including, but not limited to, voice mail, email and my computer.**
- **I understand that I am not to participate in any social media contact with my students except school activities approved by the Principal.**

Print Full Name: _____

Signed: _____

Date: _____

Representative of School: _____

Position of Representative: _____

Signed: _____

Date: _____

ROXBORO COMMUNITY SCHOOL

Conflict of Interest Statement

No member of the Board of Directors or RCS staff member, or any of its Committees shall derive any personal profit or gain, directly or indirectly, by reasons of his or her participation with Roxboro Community School. Each individual shall disclose to the organization any personal interest, which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the RCS staff, any member of a client organization or vendor of Roxboro Community School shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, he or she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the Board, any Committee, Staff and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a Board member, a committee member, or an employee of the following organizations:
(Use Additional Paper If Necessary)

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any manner, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Roxboro Community School which has resulted or could result in personal benefit to me.
2. A recipient, directly, or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Roxboro Community School.

Any exceptions to 1 or 2 above are stated on an attached paper with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have not had during the past year) in the persons or organizations having transactions with RCS.

Printed Name: _____

Signature: _____ Date: _____

ROXBORO COMMUNITY SCHOOL

Anti-Fraternization Policy: Staff

Preamble

Roxboro Community School (RCS) is committed to fostering a positive learning and working environment for all students and staff in order to promote educational excellence. RCS's Anti-fraternization Policy shall serve as a statement on appropriate conduct and relationships between students and staff of RCS. The spirit and intent of this policy is meant to help both staff and students understand and appreciate the delicate balance that exists between them and to better define the boundaries that their respective roles dictate.

Definitions

For purposes of this policy, "staff" refers to all RCS employees, contracted service personnel and any volunteers working on School property.

For purposes of this policy, "student" refers to all RCS individuals in grades six through 12, including a one-year window post-graduation from RCS. Any student remaining post graduation will have a one-year window after leaving RCS.

For the purposes of this policy, "school property" includes property of which RCS is the owner of record or leaseholder, along with any place where extracurricular activities and/or events may take place, including any location visited during the course of field trips and/or other RCS-sponsored activities.

Policy

All staff must be aware that students of all ages and intellect are susceptible to influence by both staff and fellow peers. While this influence most often yields positive educational results, it can also be used in a manner that is entirely inappropriate. Accordingly, staff must be cognizant of their appropriate roles and professional duties in the development of students. Similarly, staff must be cognizant of the imbalance of power that exists in relationships between staff and student, which can live on long after the student has graduated from RCS. This imbalance of power places students in a vulnerable position that must be recognized and respected by staff. It is the responsibility of staff not to take advantage of or otherwise exploit this imbalance of power to further any non-educational, personal, or inappropriate objective. Accordingly, staff is prohibited from engaging in any romantic, sexual, or physical relationship with students.

Many personal relationships are entirely appropriate and develop through family or neighborhood interactions with respect and adherence to the appropriate standards of professional conduct. To the degree that such relationships develop or exist, it is the staff's responsibility to ensure that such relationships continue along and within appropriate boundaries. Failure to adhere to the requirements of this policy may result in severe consequences, up to and including termination.

The staff at RCS must understand that his Anti-fraternization Policy is a condition of employment. As a condition of employment, RCS reserves the right to at any time, without advance notice to staff, monitor, access, investigate and/or review the appropriateness of any activity or relationship between staff and students in order to protect the health, welfare and safety of RCS, its staff and students.

Staff is responsible for appropriate and professional conduct in all settings and in all forms of communication, including, but not limited to, verbal communications/speech, written communications, Internet and email communications, physical gestures, motions or any other form of interaction. This policy does not preclude legitimate, non-sexual, physical contact such as the use of necessary restraints to avoid physical harm to persons or property, or conduct otherwise necessary to respond to legitimate educational circumstances. Staff shall not conduct social activities on a one-on-one basis outside of school with students or single out students from the general student population for special treatment (e.g. gifts, dinners, and rides) without prior consent of the student's parent and advance notice to the RCS Managing Executive Director or Principal.

Any question by staff as to the appropriateness of an activity, relationship, or interaction with a student may be directed to the RCS Managing Executive Director or Principal. All inquiries into the appropriateness of an activity or relationship will be confidential to the fullest extent appropriate. All staff that suspect an inappropriate relationship exists between a staff member and student are required to immediately notify, orally or in writing, the RCS Managing Executive Director or Principal. Submission of a good faith report of a suspected violation of this policy will not adversely affect the reporting individual's employment. Submission of a purposely inaccurate report may result in disciplinary actions. All staff are required to sign the RCS Anti-Fraternization Agreement Form, which will become a part of an individual's personnel file.

Reporting and Investigation Procedures

Any and all suspected violations of this policy must be immediately reported, orally or in writing, by staff to the RCS Managing Executive Director or Principal. The RCS Managing Executive Director or Principal shall document all complaints in writing within 24 hours. The RCS Managing Executive Director or designee will immediately conduct an investigation and create a written record thereof within at least ten workdays, which will be provided to the RCS Board of Directors. If the alleged violation involves the RCS Managing Executive Director, then the report shall be made to the Chairperson of the RCS Board of Directors, who shall follow the procedural steps outlined in this section of the policy. If the alleged violation involves a member of the RCS Board of Directors, then the report shall be made directly to the RCS Managing Executive Director or designee, who shall also follow the procedural steps outlined in this section of the policy.

The investigation may consist of personal interviews with the reporting individual, the alleged offender(s), and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the suspected violation of this policy, and a review of records when appropriate to determine the existence of previous reports. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. A written record will include the following:

1. the name of the alleged offender(s);
2. the nature of the allegation(s);
3. location and frequency of the violation(s);
4. a detailed factual description of the incident(s);
5. a list of all known witnesses;
6. a summary of the investigation, which will include interviews with the individual(s) reasonably believed to have relevant information, including but not limited to the reporting individual, the alleged offender(s), and witnesses;
7. a description of any disciplinary actions already taken; and
8. a recommendation for further disciplinary action or review.

In determining whether the alleged conduct or relationship constitutes a violation of this policy, RCS will consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, and the context in which the alleged conduct occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. In addition, RCS may take immediate steps, at its discretion, to protect the staff and student pending completion of an investigation of an alleged inappropriate activity or relationship. RCS must sufficiently investigate all reports of inappropriate activity or relationships that are brought to its attention in order to determine the veracity of the report. RCS will respect the privacy of the reporting individual(s), the individual(s) against whom the report is filed, and the witnesses as much as possible, consistent with its legal obligations to investigate, to take appropriate action, and to conform with any discover or disclosure obligations. All staff must full understand that the reporting and investigation procedure implemented by RCS is necessary to maintain the educational character and integrity of RCS and to ensure compliance with this policy and the law.

Any and all violations of this policy determined by the RCS Managing Executive Director or Principal may result in disciplinary action taken against the offending staff member. If the violation of this policy warrants a criminal investigation, the Roxboro Police Department or appropriate legal authorities will be immediately contacted.

Disciplinary Action

Any violation of this Anti-fraternization Policy and/or other RCS policies may result in, but is not limited to, one or more of the following:

1. Written warning or a letter of reprimand in the personnel file;
2. Other remedies, such as suspensions and terminations as covered under North Carolina law;
3. Referral to the appropriate legal authorities for possible criminal prosecution; and
4. Civil liability.

RCS reserves the right to add and include additional behaviors and activities that can result in disciplinary action to this policy and implement such changes after adoption by the Board. Disciplinary action taken for violation of this policy will be consistent with requirements of applicable North Carolina law and federal law and other RCS policies. RCS will take appropriate disciplinary action against any staff member who retaliates against any individual who reports an alleged violation of this policy or any individual who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such alleged violation. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Guidelines for Interacting with Students

Staff members are expected to use good judgment in their relationships with students both inside and outside of the school context including, but not limited to, the following guidelines:

1. Staff members shall not make derogatory comments to students regarding the School and/or its staff.
2. Staff members shall not fraternize, written or verbally, with students except on matters that pertain to school-related issues.
3. Staff members shall not associate with students in any situation or activity which could be considered sexually suggestive or involves the use of alcohol or illegal drugs by students.
4. Dating between staff members and students is prohibited.
5. Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
6. Staff members shall not send students on personal errands outside/off of RCS property without pre-approved consent of the parent/legal guardian of the student and the RCS Managing Executive Director or Principal. Consent may be granted verbally (in person or phone) or in writing (including email or phone text).
7. Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

8. Staff members shall not attempt to counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance.
9. Staff members shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.

Confidentiality

All reports of a suspected inappropriate activity or relationship will be kept strictly confidential to the fullest extent practical. Only those with a "need to know" shall have access to the report and investigation documents. Every effort will be made by RCS to protect the anonymity of the reporting person, but it cannot always be guaranteed.

This policy shall not abrogate other RCS policies. It is the intent of RCS for all of its policies to be read and interpreted in a consistent manner in order to provide the highest level of protection and safety for staff and students in the provision of educational services and opportunities.

ROXBORO COMMUNITY SCHOOL
Anti-Fraternization Policy Agreement Form

ALL STAFF MUST COMPLETE THE FOLLOWING:

1. I acknowledge that I have received, read and fully understand RCS's Anti-fraternization Policy.
2. It is clear to me that the spirit and intent of this policy is to foster a positive learning and working environment for all students and staff in order to promote educational excellence.
3. I agree to immediately report any violations of this policy to the RCS Managing Executive Director or the appropriate employee designated thereby.
4. I am hereby put on notice and fully understand that my violation of this policy may result in disciplinary action, civil liability or criminal prosecution by the appropriate legal authorities.
5. I certify that the information contained in this form is true and accurate.

Staff Signature: _____

Date: _____

Staff Name (please print): _____ Date: _____

Home Address: _____

Home Phone Number: ____

Adopted: January 9, 2012